

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE

Monday, June 8, 2015

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

****REVISED****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of May 11, 2015 & May 20, 2015 (special).

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Administration – Finance Director – Vacated 6/15/15.
2. Airport – Assistant Airport Director – Vacated 1/30/15.
3. Clerk of Circuit Court – Customer Service Clerk – Vacated 7/6/15.
4. District Attorney – Clerk/Typist II – Vacated 5/29/15.
5. Health – Public Health Sanitarian II - Vacated 6/9/15,
6. Human Resources – Benefits Specialist – Vacated 8/7/15.
7. Human Resources – Employee Services Manager – Vacated 6/26/15.
8. Human Services (CTC) - Certified Occupational Therapy Assistant – Vacated 6/11/15.
9. Human Services – Economic Support Specialist (x2) – Vacated 5/27/15 & 5/29/15.
10. Parks – Park Ranger – Vacated 6/8/15.
11. Public Works/Highway – Highway Crew (x2) – Vacated 6/1/15 & 6/4/15.
- 11a. Clerk of Circuit Court – Court Coordinator – Vacated 4/27/15.

Communications

12. Communication from Supervisor Buckley re: To have administration work with Door and Oconto County to negotiate a contract with a county that currently has medical forensics pathologists that have the ability to bring on Brown County and its partners. *Referred from May County Board.*

Legal Bills

13. Review and Possible Action on Legal Bills to be paid.

Reports

14. County Executive Report.
15. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Reports: April 2015.
 - b) Monthly Status Update: May 1 – May 31, 2015.
16. Human Resources Report.

Resolutions, Ordinances

17. Ordinance – An Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as “Parks and Recreation Facilities” and “Public Health, Safety, Welfare, and Protection”.

Treasurer

18. Review and approval or rejection of high bids for tax deed properties.
 - a) Parcel 2-437 614 Tenth Street, Green Bay.
 - b) Parcel 7-467 1021 Eastman Avenue, Green Bay.
19. Closed Session – To deliberate the sale of a Brown County owned Parcel to a Brown County Municipality (Parcel 14-1048 at 1163 Chicago Street, Green Bay) under State Statute §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
20. Reconvene in Open Session for the purpose of taking action on Parcel 14-1048.

Other

21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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ADDITION TO EXECUTIVE COMMITTEE

Monday, June 8, 2015 at 5:30 p.m., Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI.

Vacant Budgeted Positions (Request to Fill)

11a. Clerk of Circuit Court – Court Coordinator – Vacated 4/27/15

News media notified on 6/5/2015. Board of Supervisors & Executive Committee notified by email 6/5/2015 and by placing on desks on 4/6/2015.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, May 11, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisors Patrick Moynihan, John Van Dyck, Patrick Evans, Bernie Erickson, Patrick Buckley and Steven Fewell

Also Present:

Supervisors Kaye, Clancy, Sieber, Robinson
Paul Zeller (*Treasurer*)
Troy Streckenbach (*County Executive*)
Chad Weininger (*Director of Administration*)
Dan Process (*Internal Auditor*)

Warren Kraft (*Director of Human Resources*)
Judy Knudsen (*UW-Extension*)
Chua Xiong (*Director of Health Department*)
News media and other interested parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to approve with the addition of Item 11a. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

III. Approve/Modify Minutes of April 6, 2015.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Comments from the Public

Although shown in proper format, the committee made a motion to take Item 16 at this time.

Motion made by Supervisor Fewell, seconded by Supervisor Moynihan to modify the agenda to take Item 16 at this time. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Vacant Budgeted Positions (Request to Fill)

1. Administration – Finance Manager - Vacated – 4/9/15.
2. Corporation Counsel – Administrative Secretary - Vacated – 4/8/15.
3. Health – Public Health Nurse (x2) (.68 FTE and .32 FTE) - Vacated 5/29/15, 5/4/15.
4. Human Services – Economic Support Specialist - Vacated – 5/11/15.
5. Human Services (CTC) – Nurse Educator - Vacated 4/16/15.
6. Human Services (CTC) – Switchboard Operator/Receptionist (.2 FTE) - Vacated – 4/14/15.
7. Human Services – Welfare Fraud Investigator Aide - Vacated – 4/10/15.
8. Public Works (Facility Management) – Facility Worker (.5 FTE) - Vacated 4/29/15.
9. Public Works (Facility Management) – Housekeeper (x2) (1.0 FTE and .5 FTE) - Vacated 5/15/15 (both positions).
10. Public Works (Highway) – Highway Crew - Vacated 1/28/15.
11. Register of Deeds – Clerk/Typist II - Vacated – 5/8/15.
- 11a. Community Treatment Center – Behavioral Health Supervisor – Vacated – 4/29/15.

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Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules to take Items 1-11a together. Vote taken. Nay: Buckley. MOTION CARRIED.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve Items 1-11a. Vote taken. Nay: Buckley. MOTION CARRIED.

Communications

- 12. Communication from Supervisor Sieber re: At least one in ten appointees to county committees should be from a minority community; *referred from April County Board.***

Supervisor Sieber informed that in talking with interested parties over the last 30 days, he believed they had something worked out that did not require board action and asked the committee to receive and place this item on file.

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 13. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board.***

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

- a. Resolution re: Brown County Classification Salary Range; *referred from April County Board.***

Supervisor Robinson informed that he had a couple questions that were more practical about the original resolution from the board. He felt that if they were going to approve a pay structure for the county, they didn't have to have everything figured out but he felt it made sense to have a conversation about the philosophy of how it would be applied before they approved the structure itself.

The first question Robinson asked was how will the salary structure adjust in the future in response to the surrounding market? Streckenbach responded, if employees are at 90% of the market today, a year from now when they come back to visit it again, the scale, if they decide to allow the scale to move, the scale theoretically, assuming the economy did well, the scale would move up by a benchmark. The employee at 90% now technically could be at 88.5% of the market. The question was, what did they want their benchmark of their scale to move up? Say for five years they decide not to give employees pay increases, they would be able to go back to the scale and say where they were in the market in comparison based on some industry index that allowed them to understand the market flow. The board would have to decide how it shifted. If they didn't benchmark it on something, it would be set on whatever they give for pay increases and that's where the growth was based off of. Robinson questioned if Wipfli gave a recommendation on how they were going to update what the market was in the future. Weininger informed there were recommendations from Wipfli about how they suggest that the county does it or they had to make the decision on how to do it.

Robinson informed that some employees had communicated that their job was identical to another county that they were using for comparable and that county was paying a lot more and the scale doesn't match. He questioned what the process was in place for addressing that. Weininger informed that if this was approved, they would ask the employees to review their job descriptions to make sure their jobs were documented properly and make sure it was in the right class. They would

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be able to look at other municipalities to make sure that job paid within that range. If it did not, they could petition HR and HR would then make a determination yes or no. It would then go to Executive Committee to make a determination. They would try and bring everyone together at once. It was a process of individual appeal.

Robinson informed that they did talk about this at Human Services and the two principles they came up with, one, he felt there was some strong sense behind the idea that when they looked at the pay scale they would take into account the folks who had been frozen, there was a clear and understandable path on how to become unfrozen in that wage scale and two, that when they look at the impact on the employees that they take into account the healthcare costs as well, so that they don't give with one hand and take back with another.

Erickson informed that his committee put together a sheet of ideas which they did forward on to Chairman Lund, he sent out a memo to managers requesting suggestions or comments. Everything he got back from them, 95% felt this idea was a good template and felt like something had to be done. Some didn't agree where they were classified but they received clarification on how it would be handled. If this did go in place as far as reclassifications, those were done very similar to how they were done now. One thing that they had said was at the time of budget preparation, staff should indicate to the committee how the increases may be determined. The board approved the annual pay increase and then they had to determine how that was split up, then the managers would have to manage and award the increases based on wage ranges and performance. They determine how they would administer the increases, etc. They do have to have a formula and the committees had to know how this was being passed out which in turn the County Board would. If someone was at the low end sometimes that's where they deserved to be for their performance, etc. However, some of the highest earners in the same respect were going to be very possibly their best workers and should they be penalized, so they had to determine that. They really had to figure out how to give this out. They had to create a formula for new hires.

Supervisor Van Dyck questioned if this doesn't get approved now, what were the ramifications and waiting to approve this as part of the whole budget process. It seemed to him that if they approved the concept, which he was not opposed to, but it didn't seem that it did anything because now they had to address the questions of how they adjusted the ranges, what they were going to get for increases, etc. Weininger stated that if they were to approve this it would allow them to engage in a transparent process with employees, to make sure that they were in the right job classification within the right wage scale, then after they do that, they can say, for the budget, what did they want to do with the people below min and above min and then build a compensation philosophy around a wage structure they knew was correct. Right now if they did nothing, they would proceed as usual; they could probably go into the budget and plan on how the County Executive would want to handle it. But the options would be they would continue with the steps and then they'd build in a percentage for a salary increase and a performance salary increase or the County Executive could say that they received it and placed it on file however they still wanted to move forward so let's work on the sale and do the matrix themselves and implement it for the budget but it would probably be without the component of the employees going to the Executive Committee, the transparent piece of it. They would have to try and figure out if they were going to do it and how were they going to do it internally.

Van Dyck asked for clarification with hiring someone and two weeks later hiring a person in a similar position at a different wage rate, was there anything in the system that stopped that from happening today? Weininger informed that right now they could be a manager and have the ability to go between steps unless they were following a contract like a correctional officer.

Responding to Van Dyck, Weininger reiterated that it was a process of individual appeal. What may happen though, if they had a group that believed they were in the right classification, however one could go before the committee and petition, if approved and a change was made to their

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classification, they would all move up because they were like positions. There was no formal appeals process today. Streckenbach informed that this was discussed for the last couple of years because of post Act 10. Unions usually had representation that did the negotiating for the group as a whole. Weininger informed that right now an employee could petition the board for a job reclassification. They do somewhat have that philosophy. Right now they were trying to create a pay structure that was accurate and they wanted employee involvement in that. Not everyone will agree where they are at or with the Executive Committee but he felt a majority of them were good. There would probably be a handful of folks that will petition.

Fewell referred to 4.48 of the County Code of Ordinances, "Responsibility and Administration" it states: The County Board, as part of the annual budget process, shall be responsible for approving the amount of money available for adjustments to the plan. Consideration will be given to trends in prevailing rates, market conditions and adjustments granted through collective bargaining to other employees. It sounded to him like it was an annual thing that they should be looking at as part of the budget process anyway and setting those rates. Referring to 4.46 of the County Code, "Compensation Plan" it states: The compensation plan for employees shall include the schedule of pay grades consisting of minimum and maximum rates of pay for all classes of regular full-time and part-time positions as reflected in the table of organization. The objective of the plan shall be to administer a quantitative job evaluation system which evaluates all positions based on the same factors to provide internal and external equity and establish and maintain fair salary ranges. 4.18 (1) of "Position Description" states: Assignment to a compensation plan or wage schedule shall be determined by an objective evaluation, internal comparisons, and salary survey results compiled by the Human Resources Department, with input from the Department Head. It sounded like to Fewell that they already had kind of a way in which to deal with these issues. Referring to Robinson's question, it needed to be an annual process, part of the budget, that they determine what those increases were going to be based on criteria. Lund added that whatever criteria they accept, they could have it specified to economic indicators, etc.

When communicating with employees, Robinson was concerned about the merit pay and how it was handled. He was personally not a fan of merit pay; studies had shown that merit pay didn't necessarily give wanted results. If they were going to do this, supervisors needed to be trained. There was some concern out there about that. He felt some consistency across the board, how they determined what was deserved for merit pay and how it was judged and implemented, and transparency for the people being judged in terms of their performance.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Nay: Evans. Vote taken. MOTION CARRIED 6-1.

14. **Communication from Supervisor Zima re: Request that Human Resources Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board.***

Motion made by Supervisor Evans, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

Legal Bills

15. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Fewell to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY.

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Treasurer

16. Review and approval of high bids for tax deed properties.

Cregg Suess - 610 10th Avenue

Suess informed that the publications that came out for the bid and the dates did not match what the bid pricing was that came out. So half way through the bid changed from a starting opening bid to a zero balance opening bid through the bid process. It was his understanding from the Treasurer's office that they had to start a new bid in the bidding process before the bid would change so he did not revisit the site again until the next time it was supposed to change. He found out that the parcel at 614 Tenth Avenue sold and tonight they were here to finalize the sale of the parcel. He had questioned on what changed.

Supervisor Buckley arrived at 5:37 p.m.

Signs went up in the vacant lot next to him in early April stating that the parcel would be up for public auction. He tried to navigate the website. He called the Treasurer's office and spoke with an employee and asked how the process worked. She informed that the opening bid was at \$13,100 and it would open at that. He questioned if no one bid on the lot. She informed that this wasn't the normal website that they used but there was an auction site. If it didn't sell it would go to committee and they would renegotiate and decide if they wanted to change the opening bid. Shortly thereafter he would see a sign go up again and another bidding process starting with a lower bid. He went to the bank and checked the value of the property and see where they were with the equity on their house to purchase the lot; they were looking to stay around \$12,000. First round went through and the parcel did not sell. New signs went up shortly thereafter; he went back online and checked it and it stated opening bid \$13,100 (he provided dated pictures, attached). He followed it and checked to see when the parcel was going to end, called the Treasurer's office on Friday to find out if anyone bid and found out it was sold for \$1,500. He questioned how that happened and was informed that they reduced the opening bid to \$0. A committee got together and decided to bring it to a \$0 opening bid to get it sold. He questioned if the process was to have a starting bid, close it and reopen it as a new one while the bidding process was going through, was there a motion, how was the public supposed to know without direct notification that it would change. Speaking with Zeller he was informed that it was out of his hands, he was just in charge of selling the property and didn't run the website. He wasn't aware that he needed to look in the paper or for flyers coming around that it could change. He saw the signs in front of the house everyday but the signs didn't change, there was no flyer or sign showing that they changed the bid to \$0. He questioned if he did not understand the process properly.

Treasurer Paul Zeller referred to the last Executive Committee meeting where the committee established a no minimum bid for the four remaining parcels that did not sell. On April 23rd following their meeting, he put the parcels back up for sale with no minimum bid. He established a press release and published a Class 1 Notice in the *Green Bay Press Gazette* as well as the *Ashwaubenon Press* and posted it at the City Hall, Northern Building and any public location where he could post the parcels for sale. All of the postings reflected a minimum starting bid of none. The auction company put the bids out for bid on April 23rd with a starting bid of \$100, all four of them. If you visited the site, it clearly showed a \$100 minimum starting bid. On April 23rd that parcel received six bids, on April 24th it received two more bids and on May 4th and May 8th it received its final bids. By no means a prohibition from bidding on it and there was not a minimum bid set at \$13,100 as indicated. The auction bid minimum price had never changed. What Mr. Suess was referring to, the parcels were out on the Brown County Treasurer's website from the previous auction with the descriptions and there was a note from

the previous auction that the minimum bid was \$13,100. All the visitors were directed to the site. Before you got to that point you would see a posting on their website with no minimum bid on it. He felt it was a misunderstanding, and with the authority resting with the committee to determine an appropriate sale. He deferred to the Executive Committee and apologized for any misunderstanding that this caused for Mr. Suess or anyone else. The other three parcels that they posted had significant numbers of bids and he was presenting all four parcels this evening for their review. The decision regarding adequacy rested with the committee. Zeller provided a handout showing the parcels and bid results (attached).

Fewell questioned that if the Treasurer made this unclear, did the committee have the responsibility to fix this. Evans responded that they had the responsibility to fix it by not approving. If the Treasurer said there was a misunderstanding than he would side with the constituent and not support this.

Lund felt they should hold for review by Corporation Counsel and know what they can actually do before they denied the bid and make sure they were on sound legal ground. Zeller understood and started the process to make this a more transparent process and attract more bidders. He didn't mean for there to be misunderstanding in this process. He felt it worked very well. He placed four signs on the property to attract interest so he wasn't trying to keep this a secret from the neighbors and didn't want there to be a problem with Mr. Suess. If they rebid it, he was absolutely fine with that. Lund reiterated that he wanted to make sure that Corporation Counsel looked at it and can tell them whether it was a rebid or if they had to accept the original bid.

Responding to Van Dyck, Zeller informed that Land Information Office Jeff DuMez developed for the Brown County Treasurer's website descriptions of all of the properties that they put up for sale in April and they then removed the properties from the site that sold and the four that remained stayed on their website with descriptions, they failed to remove the minimum bid. It wasn't on the auction site which was linked to their site. When the Executive Committee set a no minimum bid, that wasn't changed to reflect that on the Treasurer's site. Learning what he learned now, he plans to strip it off their site and provide the direct link as it was seamless.

Fewell questioned if all the properties were done the same way. Zeller responded that they were carried over the same way. It was Fewell's opinion not to approve any of the sales if that was the case. Buckley stated that two out of the four reached their minimum bids, those two they could approve. Fewell noted that he would be okay with that. Buckley suggested referring both parcels to Corporation Counsel for review but if no one contested the second property by the next meeting, follow through with the sale.

Evans stated that these came to the committee to be approved or denied. Lund responded that generally they could only deny if they didn't come up with the minimum bid. Evans would rather state that they weren't going to accept the bid, send this to Corporation Counsel to report back here before it's sent out for rebid.

There were disclaimers on both sites stating that all final bids were subject to approval by the Executive Committee. The dates of the meetings as well as the County Board meeting dates were listed. But the authority resides in the Executive Committee.

Motion made by Supervisor Evans, seconded by Supervisor Buckley to approve Parcel 5-893 and Parcel 8-227. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Evans, seconded by Supervisor Van Dyck to refer 6H-1168-4-4 to Corporation Counsel for their next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to deny Parcel 2-437 and send to Corporation Counsel to obtain a report in 30 days. Vote taken. Nay: Lund. MOTION CARRIED 6-1.

Responding to Erickson, Zeller stated that the way he interpreted it, with their rejection Zeller would put the parcel back out for bid. There were others that they had. He would start the bid at \$0. However, he asked that the committee revise from their previous meeting a starting bid of \$100 per the auction company's recommendation.

Motion made by Supervisor Evans, seconded by Supervisor Erickson that all future no-minimum bid auctions be established at a starting bid of \$100. Vote taken. MOTION CARRIED UNANIMOUSLY.

Although shown in proper format, the committee went back to Items 1-11a at this time.

Reports

17. County Executive Report. No report, no action needed.

18. Internal Auditor Report.

a. Board of Supervisors & Veterans' Recognition Subcommittee Budget Status Reports: March 2015.

Motion made by Supervisor Erickson, seconded by Supervisor Fewell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

b. Monthly Status Update: April 1 – April 30, 2015.

Internal Auditor Dan Process informed that he had included a copy of the survey that went out to some selected business; he had planned to bring that information back next month. They were getting pretty good responses back.

Motion made by Supervisor Moynihan, seconded by Supervisor Fewell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY.

c. Update: Brown County Professional Services Standard Contract (Auditing Services) – One (1) Year Extension (Audit Year 2015).

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

d. Proposed 2015 Audit Plan Change – At the request of the Brown County Clerk of Courts, assist the department in the review of related revenue and expense accounts.

Process informed that he had met with Clerk of Courts John Vander Leest and Neil Basten a few times and it sounded like they were reviewing a situation and were asking for assistance. They had done quite a bit of investigating and had numerous discussions with the Judges to attempt to address the revenue shortfalls.

Fewell felt an appropriate chargeback would be appropriate. They could contract that out.

Motion made by Supervisor Van Dyck, seconded by Supervisor Evans to approve. Vote taken. Nay: Fewell. MOTION CARRIED 6-1.

19. Human Resources Report. No report, no action needed.

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Resolutions, Ordinances

20. Resolution re: Change in Table of Organization for the Administration Department Senior Buyer.

Motion made by Supervisor Fewell, seconded by Supervisor Buckley to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

21. Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

22. Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

23. Resolution re: Authority to Execute a 2015 Labor Agreement with the Brown County Human Services Professional Employees Association.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY.

Medical Examiner

24. Discussion and possible action with regard to HIPPA Privacy Rules as relates to Medical Examiner's Office; *referred from May Public Safety.*

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

25. Open Session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department.

Supervisor Evans provided an email (attached) for public document that was sent to Funeral Director Andy Pfothenauer by the former Medical Examiner, Al Klimek. It was an email that was floating around and was public. Lund felt the email could not be discussed until closed session as there was a possible chance of legal action or disciplinary action. Evans informed Klimek was a private citizen receiving information from the Brown County Medical Examiner's office. He found this very disheartening, there were potential HIPPA violations, confidentiality, integrity, and if their department can't do that, then certainly they needed to look at the leadership there. He's hoping they crack down on whatever was going on within the Medical Examiner's office because it was quite disappointing to say the least. Buckley informed it would be addressed under Item 26.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

26. Closed Session: Notice is hereby given that the above governmental body will adjourn into closed session for discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department pursuant to Wis. Stat. §19.85(1)(f) which authorizes a closed session to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which, if discussed in

public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or data, or involved in such problems or investigations.

Motion made by Supervisor Evans, seconded by Supervisor Buckley to enter into closed session. Vote taken. MOTION CARRIED UNANIMOUSLY. Roll call: Evans, Erickson, Lund, Moynihan, Buckley, Van Dyck, Fewell.

27. Reconvene in Open session: Discussion and possible action regarding consideration of personnel issues and investigation of problems which have arisen in the Medical Examiner's Department.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson that the County Board at their May 20, 2015 board meeting convene in closed session as described in the notice of Item 26 of the Executive Committee agenda. Vote taken. MOTION CARRIED UNANIMOUSLY.

Other

28. Such other matters as authorized by law.

29. Adjourn.

Motion made by Supervisor Evans, seconded by Supervisor Fewell to adjourn at 7:42 pm. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Wednesday, May 20, 2015 in Room 210 of City Hall, 100 North Jefferson Street, Green Bay, Wisconsin.

Present: Chairman Lund, Supervisors Erickson, Evans, Moynihan, Fewell, and Buckley
Excused: Supervisor Van Dyck
Also Present: Supervisors Dantine and Kaster

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 6:30 p.m.

II. Approve/modify agenda.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to approve. Vote taken. MOTION CARRIED UNANIMOUSLY.

Supervisor Fewell arrived @ 6:37p.m.; Supervisor Buckley arrived @ 6:38 p.m.

1. Resolution Authorizing the Issuance and Sale of \$[7,565,000] General Obligation Corporate Purpose Bonds, Series 2015A.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve Piper Jaffray at 2.36%. Vote taken. MOTION CARRIED UNANIMOUSLY.

1a. Review and approval or rejection of high auction bid on Parcel 6H-1168-4-4 from May 11, 2015 Executive Committee meeting. Bidder 54963 – Richard Nelson, \$91,000.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to approve bid of \$91,000. Vote taken. MOTION CARRIED UNANIMOUSLY.

2. Such other matters as authorized by law. None

Adjourn.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to adjourn at 6:44 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Patrick W. Moynihan Jr.
Recording Secretary

Alicia A. Loehlein
Transcriptionist

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HUMAN RESOURCES DEPARTMENT



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us



WARREN KRAFT
HUMAN RESOURCES DIRECTOR

June 8, 2015

Departments for position approval process at June 8, 2015 Executive Committee:

Administration – Finance Director

Vacated – 6/15/15

Airport – Assistant Airport Director

Vacated – 1/30/15

Clerk of Circuit Court – Customer Service Clerk

Vacated – 7/6/15

District Attorney – Clerk/Typist II

Vacated – 5/29/15

Health – Public Health Sanitarian II

Vacated – 6/9/15

Human Resources – Benefits Specialist

Vacated – 8/7/15

Human Resources – Employee Services Manager

Vacated – 6/26/15

Human Services (CTC) – Certified Occupational Therapy Assistant

Vacated – 6/11/15

Human Services – Economic Support Specialist (x2)

Vacated – 5/27/15 & 5/29/15

Parks – Park Ranger

Vacated – 6/8/15

Public Works/Highway – Highway Crew (x2)

Vacated – 6/1/15 & 6/4/15

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

May 28, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director

FROM: Chad Weininger, Director of Administration

SUBJECT: Request to Fill – Finance Director

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.) *The position description is current.*

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Position is essential as it is key to financial and accounting oversight for Brown County administration.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Performance is measured on smooth operation of County financing and efficient compliance with County, state and federal financial accountability policies and procedures as well as effective planning, organization and development of budget, business and information services for the whole of Brown County.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is critical for county-wide financial forecasting, budget development and monitoring, financial accounting and reporting, and administration of the County's debt program, insuring county-wide compliance with state laws, federal regulations, County Board policies and accounting standards and methods.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

This position is a central position to the smooth flow of County-wide finance and accounting processes and procedures; filling it is essential for continued operation.

Budget Impact Calculation

Department: Administration
Position: Finance Director

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary \$ 44,732.69

Fringe Benefits \$ 15,512.54

\$ 60,245.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 83,075.00

Fringe Benefits \$ 28,809.00

\$ 111,884.00

Note: this position is in the 2015 budget

Position vacated: 6/15/2015

Budgeted hourly wage rate: \$39.94

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position has a wide variety of responsibilities within the county. From financial reporting to budget development and monitoring. This position is also responsible to ensure the County adheres to the state and federal laws/regulations and also the County Board policies and procedures. This position is vital to the Administration team and overall Brown County. I recommend approval. Christina Connell SR HR Analyst

Contact Chad Weininger 448-4035

AIRPORT

Brown County



2077 AIRPORT DRIVE, STE. 18
GREEN BAY, WISCONSIN 54313-5596

THOMAS W. MILLER

PHONE (920) 498-4800 FAX (920) 498-8799
Web page: www.co.brown.wi.us/airport

AIRPORT DIRECTOR

TO: County Executive
Human Resources Director
Director of Administration

FROM: Tom Miller, Airport Director *TM*

SUBJECT: Request to Fill – Assistant Airport Director

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the AI form.)

Yes, it is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. This position is critical for Airport TSA security compliance, meeting FAA Airport Certification Requirements, Airfield Wildlife Hazard Management Plan, DOT Delay/Diversion Emergency Contingency Plan, and ensures personnel are properly trained to ensure the safety of the traveling public.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Supervises the activities of Airfield Operations and Landside Operations. Responsible for the safe and secure operation and maintenance of runways, taxiways, interior roads and support facilities.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Airport operation is currently staffed with 28 FTE's and is already a highly LEAN operation. This position needs to focus on airfield operations to ensure the safety of the traveling public.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The Airport TSA security compliance and FAA Airport Certification compliance require frequent modification and monitoring to ensure the safety of the traveling public. Existing staff cannot devote the appropriate time and attention to these regulatory tasks.

Budget Impact Calculation

Department: Airport
Position: Assistant Director

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary \$ 43,803.31

Fringe Benefits \$ 15,369.31

\$ 59,172.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 81,349.00

Fringe Benefits \$ 28,543.00

\$ 109,892.00

Note: This position is in the 2015 budget.

Position vacated: 1/31/2015

Budgeted hourly wage rate: \$39.11

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is vacant due to a resignation. Filling the position is critical for Airport TSA security compliance, meeting FAA Airport Certification Requirements, Airfield Wildlife Hazard Management Plan, DOT Delay/Diversion Emergency Contingency Plan and ensuring that personnel are properly trained to ensure the safety of the traveling public. This position supervises the activities of Airfield Operations and Landside Operations and is responsible for the safe and secure operation and maintenance of runways, taxiways, interior roads and support highways. I recommend approval. LM Blaylock, Analyst

Contact Tom Miller 448-4919

CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

5/27/ 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Brown County Clerk of Courts

SUBJECT: Request to Fill – Customer Service Clerk in Table of Organization

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

I will be requiring bilingual Spanish speaker as a requirement for this position. This request has been sent to HR. There is not a monetary cost for this change.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position is one of 4 Customer Service Clerks. Based on the high case load and public interaction. we need to keep 4 full time positions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Customer Service Clerks handle all the filing and collection of fees. The work is distributed among the 4 employees to ensure all of the paperwork flows to the right parties in the Clerk of Courts office. This is a critical role and based on the cases filed in Brown County we must maintain staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

There are 2 retirements in the Clerk of Courts department that have not been filled. I don't intend on filing those vacancies. We are taking the opportunity to require bilingual Spanish speaker so we can assist with Spanish speakers visiting the Clerk of Courts office. This will speed up transactions when there is a language barrier. This employee can assist in court if a translator is not available.

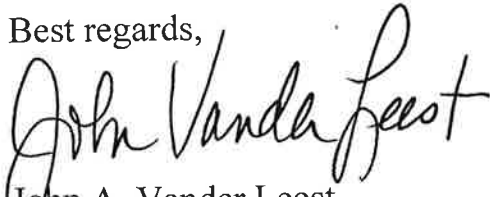
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, there will be ample funds available. The budgeted amount of \$60,000 was for vacant positions. We've reached savings of roughly \$70,000 after 2 vacancies and a position change and 2 months of savings for the Court Coordinator role being vacant since the incumbent took the Chief Deputy role.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

There would be delays in processing cases being filed and the flow of paperwork to the rest of the office. The front customer service clerks keep the flow of work moving within the office. Adding more to their workload will cause problems and delays throughout the office.

Best regards,



John A. Vander Leest
Clerk of Circuit Courts

Budget Impact Calculation

Department: Clerk of Courts
Position: Customer Service Clerk

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary \$ 17,629.77

Fringe Benefits \$ 11,336.77

\$ 28,966.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 32,741.00

Fringe Benefits \$ 21,054.00

\$ 53,795.00

Note: this position is in the 2015 budget

Position vacated: 7/6/2015

Budgeted hourly wage rate: \$16.79

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: The position is responsible for providing customer service to the public as they enter the Clerk or Courts Office. Part of the job duties is to handle all filing and collection of fees at the counter. Due to coverage needed and balance of duties it is important this position be filled. I recommend approval. Christina Connell HR Analyst

Contact

John Vander Lees 448-4179

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OFFICE OF THE DISTRICT ATTORNEY

300 E. WALNUT STREET, P.O. BOX 23600
GREEN BAY, WI 54305-3600
PHONE (920) 448-4190, FAX (920) 448-4189

DAVID L. LASEE
DISTRICT ATTORNEY

DEPUTY DISTRICT ATTORNEYS
Lawrence J. Lasee
Dana J. Johnson

VICTIM WITNESS COORDINATOR
Karen H. Dorau
(920) 448-4194

ASSISTANT DISTRICT ATTORNEYS

CONTRACT SPECIAL PROSECUTOR
Carley N. Miller

SPECIAL PROSECUTOR
Kristen K. Bohnert

Mary M. Kerrigan-Mares
Wendy W. Lemkuil
Amy R.G. Pautzke
John F. Luetscher
Kevin C. Greene
Eric R. Enli
Beau G. Liegeois
Kate R. Zuidmulder
Sarah E. Belair
Cynthia L. Vopal
Karyn E. Behling

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration

FROM: David L. Lasee, Department Head

SUBJECT: Request to Fill – Clerk/Typist II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

This position description has been updated by the District Attorney's Office through the wage comparability study.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are essential. On a daily basis, this position is responsible for answering phones, greet parties as they come into the office, mail, receipt for discovery requests, email criminal complaints to the jail on closed cases for Sentencing after Revocation hearing and draft certain traffic complaints.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position requires daily tasks and completion of many tasks to meet deadlines and route calls to the proper person.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The variety of job duties are streamlined as much as possible, but this position is critical to making sure the District Attorney's Office continues to meet the needs of the public and staff.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The responsibilities of this position would fall on existing full-time staff which would be less cost effective

Budget Impact Calculation

Department: District Attorney
Position: Clerk Typist II

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary \$ 14,028.00

Fringe Benefits \$ 10,782.69

\$ 24,810.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 26,052.00

Fringe Benefits \$ 20,025.00

\$ 46,077.00

Note: this position is in the 2015 budget

Position vacated: 5/29/2015

Budgeted hourly wage rate: \$13.36

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: This position is the front line staff that assists the public with their inquiries. They are responsible for answering the phones and greeting the public as they arrive at the office. The responsibility is to also sort and distribute mail and ensure the correct individual receives the appropriate information. I recommend approval. Christina Connell Sr. HR Analyst

Contact David Lasee 448-6314

HEALTH DEPARTMENT

Brown County

610 S. BROADWAY STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



CHUA XIONG, R.N., M.S.N

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: www.co.brown.wi.us

DIRECTOR

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, Director of Administration

FROM: Chua Xiong, Director

SUBJECT: Request to Fill – Sanitarian II

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the AI form.)
Position description was reviewed by this department and there are no recommended changes. There have been vacancies filled in the last year, so there have been many reviews of the position description.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes. We provide enforcement activities for licensed establishments under contract with the state of Wisconsin, Dept. of Health Services. 100% of the licensing services (86% of the position) are funded through licensing costs. The remaining 14% of the position serves to enforce the mandatory Human Health Hazard Services.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
Number of inspections, number of licensed establishments, and number of human health hazard complaints (for animal bite follow-up, lead in environment, homes unfit for human habitation, etc.).
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
This does not offer this opportunity as license fees are already assessed for this period, so services must be rendered. The balance of the sanitarian time is used for human health hazard response which is also required by statute.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Position was budgeted for 2015.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
Difficulty meeting the obligations of licensing contract/code requirements/fee assessed for the position the longer the vacancy. Recommend filling ASAP to meet minimum expectations.

Budget Impact Calculation

Department: Health
Position: Sanitarian II

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary \$ 31,384.77

Fringe Benefits \$ 13,424.92

\$ 44,809.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 58,286.00

Fringe Benefits \$ 24,932.00

\$ 83,218.00

Note: this position is in the 2015 budget

Position vacated: 6/9/2015

Budgeted hourly wage rate: \$29.89

Total Number of FTEs Budget for this position title in budget: 7

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 7

Number of FTEs filled with this position vacant: 6

Percent of this position staffed: 86%

Analyst Recommendation: This position is responsible for establishment inspections to ensure those with licenses are following proper procedures in ensuring public health safety. It is also needed to respond to human health hazard and preventative services. I recommend approval. Christina Connell

Contact

Chua Xiong

448-6441

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

DIRECTOR

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

June 2, 2015

To: Troy Streckenbach – County Executive
Chad Weininger – Director of Administration

From: Warren Kraft
Human Resources

Subject: Request to Fill – Benefits Specialist

1. Is the position description current or does it require updates? Yes, the position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. The Benefits Specialist is responsible for the coordination of various benefit programs including: Health, Dental, FMLA, Workers Compensation, Short and Long Term Disability programs. This position conducts orientation for new and existing employees enrolling them into the benefit plans and providing ongoing customer service to county employees. Additionally, this position monitors all benefit billing and coordinates with third party administrators.
3. Please describe job performance measurement for this position (clients, caseload, work output, etc.) This position will be measured on the ability to effectively communicate with employees and vendors in a timely manner and the ability to communicate complex benefit information correctly.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. This is the sole position within the organization tasked with maintaining this information.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? Budgeted funds are sufficient to cover the cost of filling the position.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? The department would not be able to assist county employees timely with benefit and leave program questions or concerns.

Budget Impact Calculation

Department: Human Resources
Position: Benefits Specialist

Partial Budget Impact: 8/10/15 - 12/31/15 20 Weeks

Salary	\$ 18,423.85
Fringe Benefits	<u>\$ 8,996.54</u>
	\$ 27,420.38

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 47,902.00
Fringe Benefits	<u>\$ 23,391.00</u>
	\$ 71,293.00

Note: this position is in the 2015 budget

Position vacated: 8/7/2015

Budgeted hourly wage rate: \$23.03

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: The position is responsible for assisting with the benefit contract negotiations with our 3 party vendors. It also assists with annual enrollment and also provides benefit training at our new hire orientation each month. The position has also been a part of the yearly budget process. This position is also the front line staff that assists employee with their benefit questions. I recommend approval. Christina Connell SR. HR Analyst

Contact

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HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

June 2, 2015

To: Troy Streckenbach – County Executive
Chad Weininger – Director of Administration

From: Warren Kraft
Human Resources

Subject: Request to Fill – Employee Services Manager

1. Is the position description current or does it require updates? Yes, the position description is current.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. Yes, the Employee Services Manager is responsible for developing and managing all employee benefits and payroll. The duties are essential to the effective operation of the Human Resources office.
3. Please describe job performance measurement for this position (clients, caseload, work output, etc.) Annual benefits enrollment, plan design and costing of plans in coordination with the consultant. Communication with administrators of various plan offerings including Health and Dental insurance, Flex and HRA programs, Work Comp, STD, LTD and WRS.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. Brown County has already outsourced the administration of many of the benefits; however, internal coordination with employees/vendors is still needed. This position is the coordination point of those benefits.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? Budgeted funds are sufficient to cover the cost of filling the position.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all? This position is essential to maintain compliance and meet the needs of the customer.

Budget Impact Calculation

Department: Human Resources
Position: Employee Services Manager

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary	\$ 32,412.69
Fringe Benefits	<u>\$ 13,614.46</u>
	\$ 46,027.15

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 60,195.00
Fringe Benefits	<u>\$ 25,284.00</u>
	\$ 85,479.00

Note: this position is in the 2015 budget

Position vacated: 6/26/2015

Budgeted hourly wage rate: \$28.94

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is responsible for managing the benefit and payroll team. The position coordinates meeting with our 3rd party vendors regarding health, dental, flex, HRA programs, work comp, STD, LTD and WRS and negotiating contracts. Budgeting for such benefits is a large part of the position. This position is also responsible for rolling out such benefit plans to the staff and answering questions. It is vital that this position be filled ASAP. I recommend approval. Christina Connell SR. HR

Contact

BROWN COUNTY HUMAN SERVICES

Brown County Community Treatment Center
Inpatient Division
3150 Gershwin Drive
Green Bay, WI 54311



Phone (920) 391.4700

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Manager
Chad Weininger, Director of Administration

FROM: Mark Johnson, Social Services/Rehab Manager
Human Services - CTC

DATE: May 28, 2014

SUBJECT: Request to Fill – COTA Position

1. Is the position description current or does it need updating.

Needs updating and currently that is in process.

2. Are the duties of the position related to an essential (mandatory) service?

Yes. Both State and Federal Mandate .

3. Describe job performance measurement for this position.

Position requires employee to complete assessments and provide active treatment, including individual work, to all clients admitted on Nicolet Psychiatric Center and Bay Haven CBRF. Performance is measured by the number of groups the person completes, quality of the groups, quality of assessments. Adds goals and interventions in developing the treatment plan with interdisciplinary team.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations.

I see no opportunity to streamline this position. We are currently seeking an added FTE position to cover on the weekends so 7 day coverage will be available for the Nicolet Psychiatric Center.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does it need to be held vacant for a period of time of offset projected budget shortfalls?

Yes. The funds are budgeted for this full time position.

6. What is the impact of not filling this position?

The required assessments and active treatment mandated by regulations would not be completed and we would be seen as out of compliance with both State and Federal regulations.

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Budget Impact Calculation

Department: Human Services - CTC
Position: Certified Occupational Therapist Assistant (COTA)

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary	\$ 20,600.46	
Fringe Benefits	\$ 11,795.00	
	\$ 32,395.46	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 38,258.00	
Fringe Benefits	\$ 21,905.00	
	\$ 60,163.00	

Note: this position is in the 2015 budget

Position vacated: 4/27/2015

Budgeted hourly wage rate: \$18.39

Total Number of FTEs Budget for this position title in budget:	3	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	3	
Number of FTEs filled with this position vacant:	2	
Percent of this position staffed:	67%	

Analyst Recommendation: This position is a state and federally mandated position for the Nicolet Psychiatric Center. It provides assessments, active therapy and treatment planning for inpatient psychiatric clients. It also conducts therapy groups for clients on Bay Haven CFRF. Staffng is required to be 7 days per week. Request LTE fill while recruitment is permanently filled. I recommend approval. Lorrie M. Blaylock HR Analyst

Contact Mark Johnson 391-4778

8

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

May 11, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration
Warren Kraft, Director, Human Resources Department

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position (42)

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high volume of workload coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. These State Performance Standards include:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialists (2 positions)

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary	\$ 34,314.00
Fringe Benefits	<u>\$ 13,906.85</u>
	\$ 48,220.85

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 63,726.00
Fringe Benefits	<u>\$ 25,827.00</u>
	\$ 89,553.00

Note: this position is in the 2015 budget

Positions vacated: 5/27/15 and 5/29/15

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget:	50
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	50
Number of FTEs filled with this position vacant:	48
Percent of this position staffed:	96%

Analyst Recommendation: One position vacated due to an internal job change and the other is due to a resignation. Responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

PARK MANAGEMENT

Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

PHONE (920) 448-4464 FAX (920)448-4054

E-MAIL KRIESE_MM@CO.BROWN.WI.US

MATTHEW M. KRIESE

ASSISTANT PARK DIRECTOR

May 27, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: Matt Kriese
Park Department

SUBJECT: Request to Fill – Park Ranger

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Updated description is on file with HR

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Parks are an essential service within our community. Over 800,000 users annually use the parks for recreation, socialization, quality of life, health benefits and the parks provide economic value to our community.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Staff are evaluated on an annual basis. This is based off overall quality of the parks they maintain and quantity of work performed. Customer service is another primary function of a park ranger's duties and public comments through interactions play a role in overall evaluation.



10

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Our department reorganized in 2015 and this position is necessary to continue operations.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes- this position is budgeted and funds are available immediately.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

If the position was left vacant park level of services would decrease. This is the only ranger servicing the Fairgrounds, Neshota, Lily Lake, Fonferek, Way Morr and Wrightstown county parks.

Budget Impact Calculation

Department: Parks
Position: Park Ranger

Partial Budget Impact: 6/15/15 - 12/31/15 **28 Weeks**

Salary	\$ 22,881.38	
Fringe Benefits	\$ 12,122.92	
	\$ 35,004.31	

Note: Estimated date of hire for this position is Monday after Executive Meeting

Annualized Budget Impact:

Salary	\$ 42,494.00	
Fringe Benefits	\$ 22,514.00	
	\$ 65,008.00	

Note: this position is in the 2015 budget

Position vacated: 6/8/2015

Budgeted hourly wage rate: \$20.43

Total Number of FTEs Budget for this position title in budget:	5.69	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	5.69	
Number of FTEs filled with this position vacant:	4.69	
Percent of this position staffed:	82%	

Analyst Recommendation: This position is responsible for ensuring our county parks are maintained and also provides customer service to the customers. Part of the duties include collecting fees, providing first aid and enforcing ordinance codes. I recommend approval. Christina Connell

Contact: Matt Kriese 448-4464

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

May 20, 2015

TO: Troy Streckenbach, County Executive
Warren Kraft, Human Resources Director
Chad Weininger, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Laborer Positions as stated in the Table of Organization (x2)

Please find the following justification to fill two (2) vacant Highway Laborer positions:

1. ***Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).***

Yes it is current.

2. ***Are the duties of the position related to an essential (mandatory) service? If yes, please explain.***

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

3. ***Describe job performance measures for this position (clients, caseload, work output, etc.)***

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer positions.

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current positions should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

Budget Impact Calculation

Department: Public Works Highway
Position: Highway Laborer - 2 positions

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary	\$ 50,242.77
Fringe Benefits	<u>\$ 24,932.92</u>
	\$ 75,175.69

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 93,308.00
Fringe Benefits	<u>\$ 46,304.00</u>
	\$ 139,612.00

Note: this position is in the 2015 budget

Position vacated: 6/1/2015

Budgeted hourly wage rate: \$22.43

Total Number of FTEs Budget for this position title in budget:	69
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	69
Number of FTEs filled with this position vacant:	67
Percent of this position staffed:	97%

Analyst Recommendation: This position is responsible for highway and bridge maintenance including 24/7 snow removal in the winter months. With the increased workload due to the hwy 29/41 interchange and reconstruction this position is vital for keeping our roads cleared and safe to travel. I recommend approval.
Christina Connell

Contact Paul Van Noie 662-2161

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

June 8, 2015

ADDITION

Departments for position approval process at June 8, 2015 Executive Committee:

Clerk of Circuit Court – Court Coordinator

Vacated – 4/27/15

11a

CLERK OF CIRCUIT COURT



100 SOUTH JEFFERSON STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
TELEPHONE (920) 448-4155
FAX (920) 448-4156
WWW.CO.BROWN.WI.US/CLERK_OF_COURTS

JOHN A. VANDER LEEST
CLERK OF CIRCUIT COURT

May 19, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: John A. Vander Leest
Brown County Clerk of Courts

SUBJECT: Request to Fill – Court Coordinator Position as stated in Table of Organization

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

I'd like to add Spanish bilingual as optional to see if a qualified bilingual Spanish speaker would be an available candidate.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, this position will be responsible to help our Judges Clerk in Court. Each branch has their own court coordinator. If this position was unfilled, we would not be able to adequately assist the Judges in managing clerking duties.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The 8 branch Judges have consistent and busy court calendars and need a full time party to help manage the clerking in court and other courtroom duties to assist the Judges.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The Clerk of Courts department has not filled 2 retirements in the department - Clerk I and Clerk II. We've moved around court coverage for 7 other Deputy Clerk I's to ensure adequate court coverage. However, we are not able to absorb all of the related court duties in the Branches since one full time person is assigned to each 8 branches. The Court calendars are too full with daily activities to share a position.

11a

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, the 2015 budget was \$60,000 for budget review. The recent positions unfilled and change from a Clerk II to a Deputy Clerk I still represent a savings of roughly \$72,000 for the year. Moreover, there will be a roughly 2 month salary savings and benefits for a Court Coordinator I since the Chief Deputy is covering Branch 7 until the vacancy is filled. This is a short term solution for coverage since the Chief Deputy has many duties to learn and fulfill.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The Chief Deputy will be able to cover Branch 7 for Court Coordinator until early July and help train and transition to the new hire. If this stretched out beyond July, I would need to hire additional help. Since I'm learning the Clerk of Courts role, I rely on my Chief Deputy to assist on many procedures and learning the office. So, again the Chief Deputy assisting in Branch 7 is a short term solution.

Best regards,



John A. Vander Leest
Clerk of Circuit Courts

Budget Impact Calculation

Department: Clerk of Courts
Position: Court Coordinator

Partial Budget Impact: 6/15/15 - 12/31/15 28 Weeks

Salary	\$ 21,997.77
Fringe Benefits	<u>\$ 12,009.85</u>
	\$ 34,007.62

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 40,853.00
Fringe Benefits	<u>\$ 22,304.00</u>
	\$ 63,157.00

Note: this position is in the 2015 budget

Position vacated: 4/27/2015

Budgeted hourly wage rate: \$20.95

Total Number of FTEs Budget for this position title in budget:	8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8
Number of FTEs filled with this position vacant:	7
Percent of this position staffed:	88%

Analyst Recommendation: This position is responsible for reporting to a specific court room to assist the Judges with court duties. Each of the 8 Judges has 1 specific court coordinator. Due to the busy schedules each Judge and court room has it is important this position be filled. I recommend approval. Christina Connell HR Analyst

Contact

John Vander Leet 448-4179

11a

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 5-20-15
Committee: County Board / Public Safety / Executive
Motion from the Floor/Late Communication

I make the following motion/late communication:

To have Administration work with Door
and Oconto Co. to Negotiate a Contract with
a County that currently has medical Forensics
pathologists that have the ability to bring on
Brown Co. and its Partners.

Signed:

Patent J. Bunkley

District No.

11

(Please deliver to County Clerk after motion is made for recording into minutes.)



12

**ATTORNEY BILLS SUBMITTED FOR APPROVAL TO THE EXECUTIVE COMMITTEE
FOR JUNE 8, 2015 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. DENNIS M. DUFFY	12CV2178	4/22/2015	\$ 1,159.00	Foreclosure of Tax Liens - Prof. Services
CONWAY, OLEJNICZAK & JERRY, S.C.	671310-033M-20	4/30/2015	\$ 106.00	Revolving Loan Fund Committee vs. Raven Mfg., LLC and Lynn A. Hesson
MICHAEL, BEST & FRIEDRICH LLP	1346174	5/14/2015	525.00	Renard Isle Ownership Transfer
ATTY. GARY WICKERT	12W27-S-27-15	5/27/2015	\$ 6,654.75	Airport - General Matters
PHILLIPS BOROWSKI, S.C.	6132	11/11/2014	62.50	Bargaining - Public Safety Employees - Telephone Conference with Brent Miller
		TOTAL =	\$ 8,497.25	



**CALEWARTS, DUFFY,
GAGAN & ERDMAN**
Associated Attorneys

KENNETH G. CALEWARTS

DENNIS M. DUFFY

ROBERT R. GAGAN

ERIC R. ERDMAN

716 PINE STREET, P.O. BOX 488
GREEN BAY, WISCONSIN 54305-0488
TELEPHONE (920) 432-4381
FACSIMILE (920) 432-4158
www.cdgelaw.com

RAYMOND E. EVRARD
(1884-1974)
JOHN P. DUFFY
(1921-1990)
JOSEPH P. HOLMAN
(1916-2003)
WAYNE R. PETERSON
(RETIRED)

Mr. Paul Zeller
Brown County Treasurer
P.O. Box 23600
Green Bay WI 54301

5-4-15
OK to Pay \$1,159.00 ✓
Paul Zeller

April 22, 2015

Re: In the Matter of the Foreclosure of Tax Liens Pursuant
to Section 75.521, Wisconsin Statutes, by Brown County
List of Tax Liens for 2009, Number 1
Brown County Case No. 12 CV 2178

Charge to: Acct # 100-080-001-5810
TAX DEED Expense

Professional Services

Hours

- | | |
|---|------|
| 12/1/2014 - Review memo telephone conference with the Brown County Treasurer re: serving as Guardian Ad Litem for new foreclosure proceedings, case number, Order Appointing Guardian Ad Litem.
- Extended telephone conference with the Brown County Treasurer Paul Zeller re: general discussion of foreclosure proceedings, meeting.
- Print and review email from the Brown County Treasurer with copy of Order Appointment Guardian Ad Litem; Prepare GAL letter for inclusion with Brown County's mailing to interested persons for the 2014 In Rem proceedings; Prepare instructions and hand deliver Guardian Ad Litem letter to Brown County Treasurer's office.
- Review authenticated copy of List of Tax Liens of Brown County Being Foreclosed by Proceedings In Rem for 2011, Number 1, Case No. 2014 CV 1691, Notice of Commencement of Proceedings In Rem to Foreclosure Tax Liens by Brown County, Application for an Order Appointing Guardian ad Litem, set up file, calendar last date of redemption.
- Print and review email from the Brown County Treasurer with contact information for In Rem Proceedings. | 1.60 |
| 12/4/2014 - Telephone conference with DePere City Attorney Judy Schmidt-Lehman re: residential properties in tax foreclosure proceedings, City of DePere interest in acquiring properties following foreclosure by Brown County, special charges for razing. | 0.20 |
| 12/5/2014 - Travel and attend meetings at the Brown County Treasurer's Office; Conference with Brown County Treasurer Paul Zeller, Deputy Treasurer Mary Reinhart, Account Clerk Corinne VanLanen, Deputy Corporation Counsel Kristen Hooker re: Amended List of Tax Liens, procedure and default hearing before Circuit Court, 90-day extensions to pay, foreclosing on properties with environmental issues and blighted buildings;
- Conference with Cheryl City of Green Bay re: Raze Orders and redevelopment in the City of Green Bay, City acquiring properties from Brown | 2.00 |

		<u>Hours</u>
	County by tax deed, coordinating notification; - Conference with the Brown County Treasurer and the Account Clerk re: Micolichuk.	
12/8/2014	- Telephone conference with Bill Smits re: Item No. 140, mortgage interest, no further payments, no satisfaction, foreclosure terminating any interest; - Telephone conference with Martina Secora re: Item No. 139, husband deceased, seeking reverse mortgage through Quicken Loans, timing for disbursement, late date for redemption, referral to Treasurer.	0.30
12/9/2014	- Telephone conference with Kenny Butterfield re: Sandra Butterfield's property, Item No. 148, payment of 2011 taxes, confirm pay off with the Brown County Treasurer's office. - Telephone conference with Barb Dillon re: Item No. 95, family loan from sons to pay 2011 taxes, confirming pay off with Brown County Treasurer's office.	0.30
12/17/2014	- Review memo telephone conference with Barbara Hilbert re: Item No. 178, owner/husband Ernest Hilbert deceased December, 2009, outlot, landlocked, question on giving to City.	0.10
12/18/2014	- Telephone conference with Barbara Hilbert re: Item No. 178, ownership of landlocked parcel, deceased husband, location, assessed value, no interest in property, foreclosure through Brown County. - Review memo telephone conference with Tara Wills re: Item No. 78, Gerald Coenen, wrong person, referred to Brown County Treasurer's Office.	0.30
1/5/2015	- Telephone conference with John Dessart re: guardianship for June Dessart Items No. 147 and 211, contested proceedings, competency evaluations, pending court hearing for guardianship, note to file.	0.30
1/8/2015	- Review memo telephone conference with Carol Gullickson re: Item Nos. 142, 143 and 144, no co-owner with James Mortell, referred to Brown County Treasurer's office for payment. - Review memo telephone conference with John Dessart re: guardianship case number for mother June Dessart and mailing address, prepare memo to file.	0.20
1/12/2015	- Print and review email from Brown County Treasurer re: status of In-Rem proceedings as GAL, requesting Default Hearing date for end of April, 2015.	0.20
1/21/2015	- Prepare email correspondence to the Brown County Treasurer re: default hearing, one property owner with competency issue, meeting to discuss parcels for default hearing.	0.20
1/22/2015	- Print and review email from the Brown County Treasurer with update on In Rem proceedings, payments, agreements with property owners; - Print and review email from the Brown County Treasurer re: status of motion hearing date. - Print and review email from Kristen Hooker Deputy Corp Counsel re: scheduling In Rem hearing.	0.30
1/26/2015	- Prepare email to the Brown County Treasurer, Corl VanLanen and Mary Reinhard re: status of Micolichuks and comments.	0.20
1/27/2015	- Print and review email from the Brown County Treasurer with update on Micolichuk.	0.20
2/16/2015	- Review memo telephone conference with John Dessart re: appointed guardian for mother June Dessart, will mail copies of paperwork.	0.10
3/2/2015	- Receipt and review June Dessart Guardianship paperwork.	0.20
3/4/2015	- Prepare email to the Brown County Treasurer and Corp Counsel with copies of guardianship papers for June Dessart re: In Rem proceedings.	0.20
3/9/2015	- Receipt and review Affidavit of Mailing re: In the Matter of the Foreclosure of Tax Liens Pursuant to Section 75.521 Wis. Stats by Brown County, List of Tax Liens for 2011, Number 1, Case No. 14 CV 1691, authenticated copy of	0.30

	<u>Hours</u>
Affidavit of Publication, Petitioner, Brown County's Notice of Motion and Motion for Default Judgment with List of Unredeemed Properties and Affidavit of Default.	
3/12/2015 - Review memo telephone conference with Brown County Corp Counsel's office re: In Rem Proceedings hearing scheduled for April 24, 2015 before Judge Hammer, calendar.	0.10
4/13/2015 - Review memo telephone conference with John Dessart re: June Dessart, Item Nos. 147 and 211, outstanding offer on properties, waiting Court approval.	0.10
4/15/2015 - Telephone conference with John Dessart re: waiting for court approval for sale of property April 30, 2015 before Judge Zakowski, subpoena for April 24, 2015 hearing, payment of outstanding real estate taxes.	0.40
- Telephone conference with the Brown County Treasurer re: Motion Hearing, tax parcel issues.	
4/16/2015 - Telephone conference with the Treasurer re: Dessart guardianship, 90 day extension for sale of property, Hilbert release of interest in Item 178;	0.40
-Telephone call to Brown County Corporation Counsel's office voice mail message on arranging conference with Treasurer.	
- Prepare email correspondence to Kristen Hooker re: scheduling meeting to discuss Foreclosure of Tax Liens prior to Motion Hearing before Judge Hammer, copy to Treasurer.	
4/21/2015 - Travel and attend conference at the Brown County Treasurer's office with the Treasurer, Assistant Corporation Counsels re: final list of unredeemed parcels for default judgment, subpoenaed parties and interest, tax payments, 90-day extension, property subject to razing orders.	1.50
4/22/2015 - Review the list of Foreclosure of Tax Liens and prepare GAL Report to the Court with copy to Brown County Treasurer Paul Zeller.	0.50
4/24/2015 ANTICIPATED TIME: Travel and attend motion hearing before Judge Hammer on In Rem Foreclosure; Receipt authenticated copies of Judgment Order.	2.00

For professional services rendered

12.20

<u>Amount</u>
\$1,159.00

PLEASE MAKE REMITTANCE PAYABLE TO ATTORNEY DENNIS M. DUFFY

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

OK.
Chuck Lamine
5/12/15

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
04/30/2015
ACCOUNT NO: 671310-033M
STATEMENT NO: 20

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

04/29/2015

MMM

PREPARE DEMAND LETTER TO BORROWER FOR MARCH AND
APRIL PAYMENTS.

FOR CURRENT SERVICES RENDERED

TOTAL CURRENT WORK

BALANCE DUE

HOURS

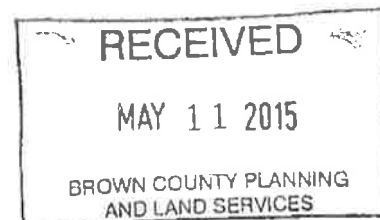
0.40

0.40

106.00

106.00

\$106.00



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

MICHAEL BEST

& FRIEDRICH LLP

Michael Best & Friedrich LLP
Attorneys at Law
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004
Phone 202-747-9560
Fax 202-347-1819
www.michaelbest.com

EIN 39-0934985

Kristen Hooker, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date May 14, 2015
Invoice No. 1345174

Client/Matter 018236-0046 Renard Isle Ownership Transfer

For professional services rendered through April 30, 2015, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
4/13/15	D O'Callaghan	Prepare for and participate in telephone conference with Mr. Haen and Attorney Hooker and Army Corps of Engineers concerning chapter 30 permit rights vs. lakebed grant; post-call follow-up discussion of next steps with Mr. Haen.	1.40	\$ 525.00
Total Hours and Services			1.40	\$ 525.00

Total Services	\$ 525.00
Total Disbursements	0.00

Total This Invoice	\$ 525.00
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Michael Best & Friedrich LLP
601 Pennsylvania Avenue, NW
Suite 700 South
Washington, D.C. 20004

Invoice 1345174
018236-0046
May 14, 2015
Page 2 of 2

Cumulative Fees and Costs:

	<u>Total Fees</u>	<u>Total Cost</u>	<u>Total</u>
Year-to-Date	\$ 4,562.50	\$ 0.00	\$ 4,562.50
Inception-to-Date	\$ 4,562.50	\$ 0.00	\$ 4,562.50

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GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

May 27, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
4/29	Review miscellaneous correspondence from Tom Miller and Sue Bertrand re: airline lease negotiations; Review "final" airline lease from Cynthia Epps; Letter from Sue Bertrand re: Cynthia Epps re: Delta lease	1.00 .10
4/30	Review information from Sue Bertrand re: fence damage; Phone conference with Sue Bertrand re: fence	.50
5/4	Letter from Tom Miller re: CBP; Phone conference with Tom Miller re: CBP; Review correspondence from Tom Miller re: CBP; Phone conference with Tom Miller re: CBP agreement revisions, etc.	.10 .25 .10 .50
5/5	Letter from Tom Miller re: CBP agreement and call to Tom Miller re: my review; Review correspondence from Sue Bertrand re: fence damage	.35 .10
5/6	Letter from Sue Bertrand re: CBP; Phone conference with Tom Miller and Sue Bertrand re: CBP	.10 .50
5/13	Review miscellaneous e-mails re: CBP agreement and subfile re: conference call with Tom Miller, Sue Bertrand; E-mail from Tom Miller/Cynthia Epps re: airline negotiations; E-mail - Steve Horton; Meeting with Tom Miller and Sue Bertrand re: airline lease, CAVU, CBP, etc.	.50 .10 .10 2.75
5/14	Review rates and charges information from Steve Horton re: airline leases; Meeting at Airport re: Lemna agreement and rates and charges; Review airline lease and conference call with Steve Horton	1.00 3.00
5/16	Revise Lemna Technologies agreement; Letter to Jim Martin at Lemna; Letter to Tom and Sue re: Lemna	1.15

Page Two
May 27, 2015

5/18	Review information from Tom Miller re: correspondence to airline and revised rates and calculations;	.25
	Letter from Attorney Harvey Black;	
	Check Jet Air and Longhorn leases;	
	Letter to Tom Miller re: Longhorn;	.25
	Phone conference with Sue Bertrand, Tom Miller, and Steve Horton re: airline lease and phone conference with Tom Miller and Sue Bertrand re: Mulva/Longhorn;	
	Letter to Harvey Black;	.90
	Letter from Tom Miller re: airlines	.10
5/19	Review correspondence Tom Miller, Sue Bertrand, and Cynthia Epps re: airline lease;	.25
	Letter from Tom Miller re: airline lease;	
	Phone conference with Tom Miller and Sue Bertrand re: airline lease - final review;	.65
	Review Lemna Technologies agreement	.25
5/20	Review airline lease	2.50
5/21	Review airline lease;	1.00
	Phone conference with Sue Bertrand;	.35
	Review correspondence from Sue Bertrand and her revised format of airline lease;	1.35
	Review correspondence from Tom Miller re: CBP - Anthony Dolas e-mail and review file for discussion with Tom Miller and response to Anthony Dolas	.65
5/22	Phone conference with Tom Miller re: airlines and CBP payment.	2.65
	TOTAL HOURS:	23.35

23.35 HOURS @ \$285.00 PER HOUR =

\$6,654.75

AMOUNT DUE ON ACCOUNT:

\$6,654.75

Thank you.
GAW:prn

1m



phillipsborowski, s.c.

10140 N. Port Washington Road Mequon, WI 53092

...relationship focused

Invoice submitted to:

November 11, 2014

Brown County

Invoice # 6132

305 E. Walnut St.

Room 120

Green Bay, WI 54301

100.016.001.5716

In Reference To: Brown County

Professional Services

	Hrs/Rate	Amount
10/3/2014 PCH Telephone conference with Brent Miller regarding bargaining with public safety employees regarding health insurance premium contributions; email to Mr. Miller regarding WERC decision on bargaining premium contributions.	0.30 175.00/hr	52.50
For professional services rendered	0.30	\$52.50

Timekeeper Summary		Hours	Rate	Amount
Name				
Patrick C. Henneger		0.30	175.00	\$52.50
Previous balance				\$1,292.50
Payments				
7/29/2014 Payment received regarding invoice 5765- Thank You. Check No. 102886				(\$1,205.00)
9/12/2014 Payment received regarding invoice 5906- Thank You. Check No. 104309				(\$87.50)
Total Payments				(\$1,292.50)
Balance due				\$52.50

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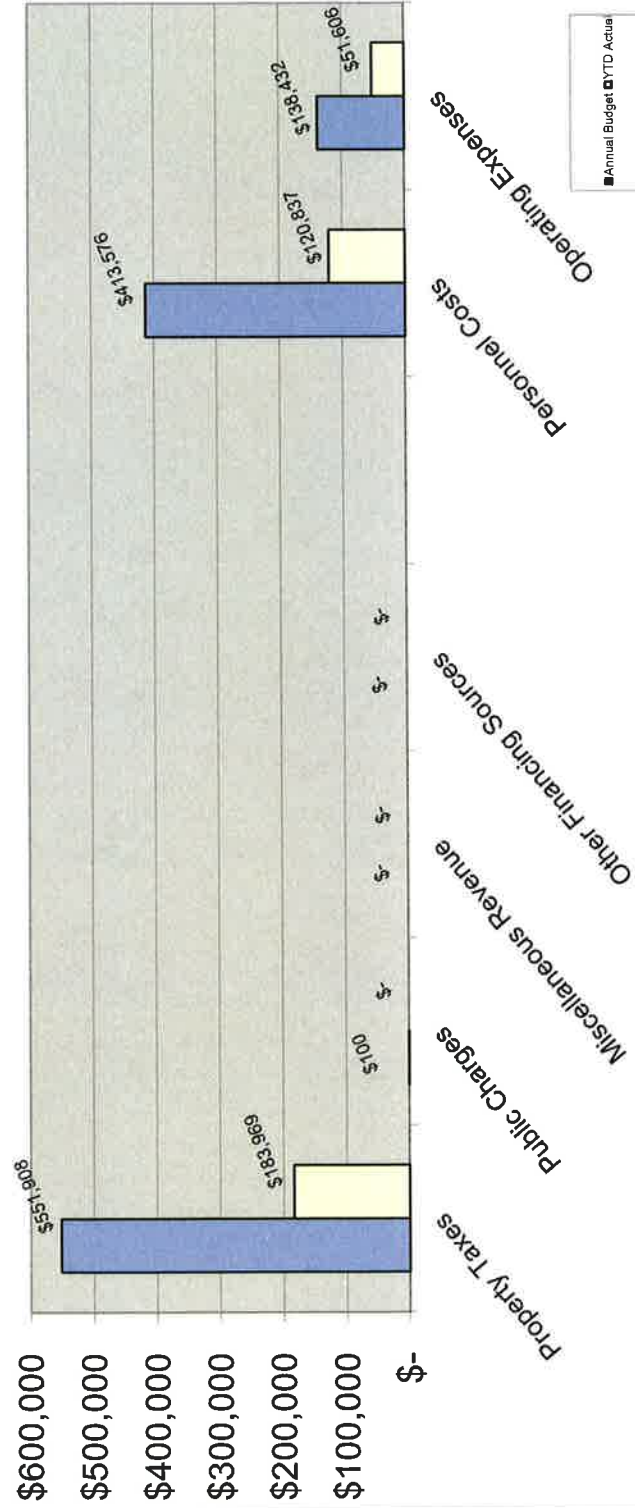
Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
04/30/15

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 551,908	\$ 183,969	33.3%	
Public Charges	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 120,837	29.2%	
Operating Expenses	\$ 138,432	\$ 51,606	37.3%	(1)

Comments:

(1) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$29,750 paid to Schenck for audit fees.

Board of Supervisors - April 30, 2015



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Budget by Account Classification Report

Through 04/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
<i>Property taxes</i>										
4100	General property taxes	551,908.00	551,908.00	45,992.33	.00	183,969.32	183,969.32	367,938.68	33	552,067.00
	<i>Property taxes Totals</i>	\$551,908.00	\$551,908.00	\$45,992.33	\$0.00	\$183,969.32	\$183,969.32	\$367,938.68	33%	\$552,067.00
<i>Public Charges</i>										
4601	Sales	100.00	100.00	.00	.00	.00	.00	100.00	0	134.52
	<i>Public Charges Totals</i>	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	0%	\$134.52
<i>Miscellaneous Revenue</i>										
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
4901	Donations	.00	.00	.00	.00	.00	.00	.00	+++	422.00
	<i>Miscellaneous Revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$422.00
<i>Other Financing Sources</i>										
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Other Financing Sources Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$2,744.90
	REVENUE TOTALS	\$552,008.00	\$552,008.00	\$45,992.33	\$0.00	\$183,969.32	\$183,969.32	\$368,038.68	33%	\$552,368.42
EXPENSE										
<i>Personnel Costs</i>										
5100	Regular earnings	342,374.00	342,374.00	25,188.12	.00	93,973.36	93,973.36	248,400.64	27	331,716.51
5100.998	Regular earnings Budget only	3,199.00	3,199.00	.00	.00	.00	.00	3,199.00	0	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	293.13	.00	5,098.73	5,098.73	(5,098.73)	+++	5,782.47
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	443.65	443.65	(443.65)	+++	2,002.82
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	+++	2,504.33
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	.00	(507.75)	+++	4,002.00
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	1,000.00	1,000.00	.00	.00	23.21	23.21	976.79	2	830.06
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	.00	+++	525.96
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	(1,774.60)	(1,774.60)	1,774.60	+++	.00
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	25,237.00	25,237.00	1,887.62	.00	7,417.18	7,417.18	17,819.82	29	25,913.45
5110.110	Fringe benefits Unemployment compensation	330.00	330.00	43.73	.00	188.67	188.67	141.33	57	583.99
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00

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Budget by Account Classification Report

Through 04/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF	EXPENSE											
	Personnel Costs											
5110.200	Fringe benefits Health insurance	27,530.00	.00	.00	27,530.00	2,432.48	.00	.00	10,946.16	16,583.84	40	29,189.76
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	.00	2,402.00	200.12	.00	.00	900.54	1,501.46	37	2,401.44
5110.220	Fringe benefits Life Insurance	334.00	.00	.00	334.00	27.90	.00	.00	84.62	249.38	25	360.84
5110.230	Fringe benefits LT disability insurance	495.00	.00	.00	495.00	29.68	.00	.00	155.26	339.74	31	495.00
5110.235	Fringe benefits Disability insurance	880.00	.00	.00	880.00	73.00	.00	.00	292.00	588.00	33	880.08
5110.240	Fringe benefits Workers compensation insurance	378.00	.00	.00	378.00	32.00	.00	.00	128.00	250.00	34	375.96
5110.300	Fringe benefits Retirement	9,214.00	.00	.00	9,214.00	535.65	.00	.00	2,452.76	6,761.24	27	9,473.47
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	203.00	.00	.00	203.00	.00	.00	.00	.00	203.00	0	.00
	Personnel Costs Totals	\$413,576.00	\$0.00	\$0.00	\$413,576.00	\$30,743.43	\$0.00	\$0.00	\$120,837.29	\$292,738.71	29%	\$417,038.14
	Operating Expenses											
5300	Supplies	.00	.00	.00	.00	9.47	.00	.00	28.16	(28.16)	+++	26.97
5300.001	Supplies Office	1,000.00	.00	.00	1,000.00	.00	.00	.00	286.86	713.14	29	529.93
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5300.004	Supplies Postage	2,900.00	.00	.00	2,900.00	560.32	.00	.00	1,332.61	1,567.39	46	2,691.85
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5305	Dues and memberships	32,778.00	.00	.00	32,778.00	2,307.33	.00	.00	14,189.36	18,588.64	43	32,773.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	3,000.00	.00	.00	3,000.00	171.58	.00	.00	171.58	2,828.42	6	3,020.47
5365	Special events	1,000.00	.00	.00	1,000.00	1.93	.00	.00	16.11	983.89	2	519.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.100	Intra-county expense Technology services	11,887.00	.00	.00	11,887.00	655.56	.00	.00	4,029.99	7,857.01	34	10,764.93
5601.200	Intra-county expense Insurance	973.00	.00	.00	973.00	81.00	.00	.00	324.00	649.00	33	984.96
5601.400	Intra-county expense Copy center	4,000.00	.00	.00	4,000.00	485.82	.00	.00	1,139.85	2,860.15	28	3,329.29
5601.450	Intra-county expense Departmental copiers	845.00	.00	.00	845.00	70.42	.00	.00	281.68	563.32	33	845.00
5601.550	Intra-county expense Document center	249.00	.00	.00	249.00	17.17	.00	.00	56.19	192.81	23	.00
5700	Contracted services	2,500.00	.00	.00	2,500.00	.00	.00	.00	.00	2,500.00	0	1,330.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5714	Accounting and auditing	77,300.00	.00	.00	77,300.00	.00	.00	.00	29,750.00	47,550.00	38	76,200.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00

15a



Budget by Account Classification Report

Through 04/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Operating Expenses Totals										
	EXPENSE TOTALS	\$138,432.00	\$0.00	\$138,432.00	\$4,360.60	\$0.00	\$51,606.39	\$86,825.61	37%	\$133,015.52
		\$552,008.00	\$0.00	\$552,008.00	\$35,104.03	\$0.00	\$172,443.68	\$379,564.32	31%	\$550,053.66
Fund 100 - GF Totals										
	REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	183,969.32	368,038.68	33	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	35,104.03	.00	172,443.68	379,564.32	31	550,053.66
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	\$10,888.30	\$0.00	\$11,525.64	(\$11,525.64)		\$5,314.76
Grand Totals										
	REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	183,969.32	368,038.68	33	555,368.42
	EXPENSE TOTALS	552,008.00	.00	552,008.00	35,104.03	.00	172,443.68	379,564.32	31	550,053.66
Grand Totals		\$0.00	\$0.00	\$0.00	\$10,888.30	\$0.00	\$11,525.64	(\$11,525.64)		\$5,314.76

15a

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: June 1, 2015

To: Executive Committee

From: Dan Process, Internal Auditor *DP*

Re: Monthly Status Update (May 1 – May 31, 2015)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. In-progress: Customer Service Survey – Public Health Inspector (Report Phase)
 - b. In-progress: Employee Health Insurance Fund Analysis
 - c. In-progress: Collection and distribution of the 2015 1st quarter Departmental Budget Status Reports/Financial Results
2. Standard Monthly Duties
 - a. Review of the Clerk of Courts monthly bank reconciliation
 - b. Review of the County Board's monthly financial statements
 - c. Preparation and review of the monthly Bills over \$5,000 Report
3. Other Miscellaneous Activities
 - a. Inquiries/Questions from Board Supervisor's/Department Head's
 - b. Open Records Requests

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

15b

**AN ORDINANCE TO AMEND CHAPTERS 8 AND 30 OF THE BROWN COUNTY
CODE ENTITLED, RESPECTIVELY, AS "PARKS AND RECREATION FACILITIES"
AND "PUBLIC HEALTH, SAFETY, WELFARE, AND PROTECTION"**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES
ORDAIN AS FOLLOWS:

Section 1 – Section 8.01 of the Brown County Code entitled, "Purpose", is hereby amended
as follows:

The purpose of this chapter is to regulate the use of the facilities and property
under the jurisdiction of the Education and Recreation Committee. The term
"park" as used in this chapter shall include all county parks, county-owned,
operated and/or maintained trails, county boat ramps, fairgrounds, golf courses,
and other such facilities and property under the jurisdiction of the Brown County
Education and Recreation Committee.

Section 2 – Section 8.045 of the Brown County Code entitled, "County Trail Passes", is
hereby created to read as follows:

(1) No person shall enter, use or in any way occupy certain county-owned,
operated and/or maintained trails, including but not limited to, certain county
operated and/or maintained Wisconsin State trails, to undergo certain activities
thereon, without being in possession of a valid annual or daily trail pass from the
Brown County Park Department, as duly established herein, for said entry, use
and/or occupancy.

(2) Consistent with any governing federal or state law, fee rates for said trail
passes, as well as any surcharges/deposits/forfeitures for violations hereof, shall
be established by the Education and Recreation Committee through its budgetary
process. The Education and Recreation Committee may take into consideration
the recommendations of the Director of the Brown County Park Department, or
his/her authorized designee, when establishing such amounts.

(3) The Director of the Brown County Park Department, or his/her authorized
designee, shall conspicuously post, in an area(s) likely to give notice to persons
affected thereby, adequate information regarding the mandates set forth herein;
the purchase/procurement of trail passes hereunder; and the potential penalties
for violations hereof.

(4) In lieu of a citation under section 30.02 of the Brown County Code, first time
violations of this section will be enforced through the issuance of a Trail Pass
Violation Notice, requiring such violators to purchase the annual trail pass and
pay the surcharge amount, established by the Education and Recreation
Committee hereunder, as indicated on said Notice within five (5) days of its
issuance. A failure to comply with the requirements of the Trail Pass Violation
Notice, as well as any subsequent violations of this section, may be enforced
through the issuance of a citation in accordance with section 30.02 of the Brown
County Code. The Director of the Brown County Park Department, or, upon

approval of the County Board, a designee thereof, is authorized to enforce this section in a manner consistent herewith, which shall include but shall not be limited to, the authority to issue citations under section 30.02 of the Brown County Code.

(5) Funds collected from the purchase of trail passes hereunder and/or, to the extent allowed under governing law, the enforcement of violations hereof, shall be recorded in a separate expendable trust fund to be maintained by the county and designated for use by the Brown County Park Department on county-owned, operated and/or maintained trails.

Section 3 – Section 30.02 of the Brown County Code entitled, “Ordinance Enforcement by Citation”, is hereby amended as follows:

(1) Authority. (a) Pursuant to the authority of Section ~~66.0113~~ of the ~~66.119~~ Wisconsin Statutes, as may be amended from time to time hereafter, by 1987 Wis. Act 389, Brown County hereby elects to use ~~the citations, issued in accordance with Wis. Stat., § 66.0113(1)(b), as a method of enforcing~~ ement of the ordinances identified in subsection (4) below or duly incorporated herein by reference.

(c) Unless otherwise specified in the adopting ordinance, all ordinances adopted subsequent to this section shall be enforced by the aforementioned citation method, provided that the County Board shall, in conjunction with enacting any such ordinance, establish a cash deposit for the violation unless the County Board shall decide to enforce the ordinance other than by the citation method. The deposit set for each new ordinance shall be incorporated by reference to this e-section and added to the schedule contained herein through amendment hereto. The provision of paragraph (b) above shall apply to all new ordinances.

(2) Effect of Citation. ~~The Citations issued hereunder~~ shall have the legal effect specified in Section ~~66.119~~ 66.0113 of the Wisconsin Statutes, ~~by 1987 Wis. Act 389, including but not limited to, shall conferring~~ subject matter jurisdiction upon the Circuit Court for the County of Brown for the purposes set forth therein.

(5) Procedure. The provisions of Section ~~66.119(3)~~ 66.0113(3) of the Wisconsin Statutes, as amended from time to time hereafter, relating to violator’s options and procedures on default, are hereby adopted and incorporated herein by reference.

Section 4 – The “Schedule of Deposits – Local Brown County Ordinances” in section 30.02 of the Brown County Code entitled, “Ordinance Enforcement by Citation”, is hereby amended to add, directly under Ordinance Number 8.04, as follows:

Ordinance Number	Offense	Deposit	Sec. 757.05(1)(a) 26% Penalty Asses.	Court Costs & Fee*	Jail Asses.	Total Cash Deposit
8.04	Parks/Hours	20.00	5.20	113.00	10.00	148.00
<u>8.045</u>	<u>Parks/County Trail Passes</u>	<u>50.00</u>	<u>13.00</u>	<u>113.00</u>	<u>10.00</u>	<u>186.00</u>

Section 5 – This “Ordinance to Amend Chapters 8 and 30 of the Brown County Code Entitled, Respectively, as ‘Parks and Recreation Facilities’ and ‘Public Health, Safety, Welfare, and Protection’” shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

COUNTY EXECUTIVE

Date Signed:

Final Draft Approved by Corporation Counsel

Fiscal Impact: There is no fiscal impact.



10.07.2014





I think this is
1163 Chicago st

New Home Construction

ReDev. Block 1100 Chicago
own two Already

Back on Tap Rocks

5/20/15

BROWN COUNTY LAND RECORDS SYSTEM
OUTSTANDING TAXES PAYOFF FIGURES

09:57:47
LRSPG113

PARCEL NO: 14-1048

CURRENT OWNER: PEGGY D SCHLEGEL

PROPERTY LOCATION: 1163 CHICAGO ST

PAYOFF DATE: 05 / 2015 ENTER DATE AND CMD 2 FOR NEW FIGURES

X YR	GENERAL DUE	INT/PEN	SPECIAL DUE	INT/PEN	CHARGES DUE	TOTAL DUE
2014	2,106.20	84.25	3,036.68	121.47	.00	5,348.60
- 2013	2,203.10	528.75	163.62	39.27	.00	2,934.74
- 2012	2,208.50	927.57	1,349.18	566.66	.00	5,051.91
- 2011	2,250.40	1,350.24	1,003.38	602.03	204.00	5,410.05
- 2010	2,227.50	1,737.45	1,200.72	936.56	152.00	6,254.23
- 2009	.00	.00	.00	.00	.00	.00
- 2008	.00	.00	.00	.00	.00	.00

TOTAL	10,995.70	4,628.26	6,753.58	2,265.99	356.00	24,999.53
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Enter 'X' and press: CMD 3 - Remove tax years
CMD 1 - Return to previous screen

City Costs IF RARE
\$9,000+

<Title>



Map provided by the Brown County Planning & Land Services Department - Land Information Office (LIO)

A map key (legend) and other information about this map is available at: maps.gis.co.brown.wi.us

This map is intended for advisory purposes only. It is based on sources believed to be reliable, but Brown County distributes this information on an "As Is" basis. No warranties are implied. Boundaries shown on this map are general representations only and should not be used for legal documentation, boundary survey determinations, or other property boundary issues.

04/29/2015
Scale 1:1200

Brown County

TREASURERS OFFICE

305 E. WALNUT ST. P.O. BOX 23600

PHONE (920) 448-4074

GREEN BAY, WI 54305-3600

COUNTY TREASURER

REAL ESTATE TAX STATEMENT

5/20/2015

Parcel Number: 14-1048
Current Owner: PEGGY D SCHLEGEL
Location: 1163 CHICAGO ST

CURRENT VALUES-LAND -IMPRVMT	15,300 83,200	TOTAL VALUE EST FAIR MRKT	98,500 94,300	OUTSTANDING GENERAL TAX	OUTSTANDING SPECIAL ASSESSMENTS	OUTSTANDING INTEREST & PENALTY	OUTSTANDING CHARGES	YEAR TOTAL
PAYOFF FIGURE FOR THE MONTH OF MAY 2015			2014	2,106.20	3,036.68	205.72	.00	5,348.60
2014 NET TAX 2,106.20			2013	2,203.10	163.62	568.02	.00	2,934.74
			2012	2,208.50	1,349.18	1,494.23	.00	5,051.91
----- CURRENT LEGAL DESCRIPTION -----			2011	2,250.40	1,003.38	1,952.27	204.00	5,410.05
			2010	2,227.50	1,200.72	2,674.01	152.00	6,254.23
12,948 SQ FT		PLAT OF ASTOR LOT 18 BLK						
106								

GRAND TOTAL 24,999.53

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